



DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF EDUCATION	RELEASE DATE:	Thursday, August 6, 2015
POSITION TITLE:	Director, School Facilities and Transportation Services Division (may consider a Visiting Educator)	FINAL FILING DATE:	Tuesday, August 25, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	Tuesday, September 8, 2015
SALARY RANGE:	\$ 8,766.00 - \$10,703.00 / Month	BULLETIN ID:	08062015_6

POSITION DESCRIPTION

The educational system in California is administered at the state level by the California Department of Education (CDE), for more than 6.2 million students in over 1,000 local school districts and 58 county offices of education, and more than 10,000 schools.

Under the direction of the State Superintendent of Public Instruction (SSPI), the Chief Deputy Superintendent and the Deputy Superintendent, Division Directors are responsible for developing statewide policies, goals and objectives for programs administered by the CDE.

The Division Directors are an integral part of the CDE's leadership team. The Director develops and recommends departmental and statewide program policies to top CDE management; works with the Deputy Superintendent, fellow Division Directors, and other CDE colleagues to ensure that common educational program and administrative goals and objectives are identified and executed in a compatible manner; advocates for legislation affecting the operation and content of the CDE program; appears before legislative committees on behalf of the SSPI and the CDE; serves as a key liaison for the SSPI and CDE to various boards and commissions including the State Board of Education and other educational sectors; represents the SSPI at meetings with the federal government, local educational agencies, private and non-profit agencies, other state agencies, and the public; and works with CDE program supervisors, administrators, and representatives of other agencies on program administration, policies, and budgets.

The CDE is currently recruiting for Division Director of the School Facilities and Transportation Services Division. The Director is responsible for providing leadership and policy development for California's K-12 school facilities to ensure that they meet the changing needs of education, including identifying and implementing financing mechanisms for public school construction,

researching and publicizing school design implications emanating from current education reform concepts, identifying and modifying funding structures for school facilities modernization and maintenance, addressing serious deferred building maintenance needs for existing facilities and adapting buildings to new technological standards. The Director supervises Division responsibilities which include reviewing and approving potential school sites and local school construction plans for educational appropriateness and student and staff safety; providing professional educational consulting services for implementing statewide school construction and site selection standards and policies. Additionally the Director will oversee the Office of School Transportation.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate's:

1. Experience at the managerial level providing leadership and expertise in the area of school facilities planning or a similar field.
2. Experience at the managerial level developing and implementing educational policies in the area of school facilities planning, or a similar field.
3. Experience in managing multi-disciplinary professional and technical staff in order to advance the activities of an educational program.
4. Experience at the managerial level in developing and implementing a broad-range of educational programs including strategic planning, performance measurement, and organizational development areas.
5. Experience at the managerial level collaborating with a variety of internal and/or external groups on educational issues, particularly in the area of school facilities planning, of a high profile and/or politically sensitive nature.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director**,

School Facilities and Transportation Services Division (may consider a Visiting Educator), with the **DEPARTMENT OF EDUCATION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed on page 3, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. To obtain list eligibility, a passing score of 70% must be obtained. All applicants will be notified of the results. The results of this examination will be used only to fill this position. Applications will be retained for 12 months.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Applications submitted without Statement of Qualifications will be rejected from this examination.
- You must provide specific examples for each Desirable Qualification factor. The Desirable Qualification factors must be addressed and numbered in the same order as listed.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Applications must be submitted by the final filing date to:

DEPARTMENT OF EDUCATION, Selection Services Office
1430 N Street, Room 1802, Sacramento, CA 95814
Lynne Alex | 916-319-0688 | lalex@cde.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the

performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)